

Using Product Formulation Statements in the Child and Adult Care Food Program

This guidance applies to reimbursable meals and snacks served in child care centers, family day care homes, emergency shelters, at-risk afterschool care centers, and adult day care centers that participate in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). For information on the CACFP meal patterns and crediting foods for children, visit the Connecticut State Department of Education's (CSDE) [Meal Patterns for CACFP Child Care Programs](#) and [Crediting Foods in CACFP Child Care Programs](#) webpages. For information on the CACFP meal patterns and crediting foods for adult participants, visit the CSDE's [Meal Patterns for CACFP Adult Day Care Centers](#) and [Crediting Foods in CACFP Adult Day Care Centers](#) webpages.



CACFP facilities must be able to document that commercial processed foods (such as pizza, chicken nuggets, and macaroni and cheese) provide the amount of the food components credited toward the CACFP meal patterns. For example, to credit cheese pizza as 2 ounces of the meat/meat alternates component, CACFP facilities must obtain documentation from the manufacturer indicating that one serving of the product contains 2 ounces of cheese.

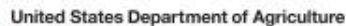
Menu planners cannot determine the amount of the meal pattern components in a product by reading the Nutrition Facts label or ingredients statement. If a commercial processed product does not have a Child Nutrition (CN) label, CACFP facilities must obtain a product formulation statement (PFS) from the manufacturer that indicates the product's meal pattern contribution.

A PFS is a document developed by manufacturers that provides specific information about how a product credits toward the USDA meal patterns for Child Nutrition Programs. It generally includes a detailed explanation of what the product contains and indicates the amount of each ingredient in the product by weight. The information on PFS forms can vary among manufacturers because these forms are not monitored by the USDA. Table 1 shows an example of a completed PFS for a commercial grain product.



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Table 1. Example of a completed PFS for a commercial grain product



Food and Nutrition Service

Product Formulation Statement for Documenting Grains in Child Nutrition Programs

(Crediting Standards Based on Grams of Creditable Grains (ounce equivalents))

Child Nutrition (CN) Program Operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. CN Program Operators have the option to choose the crediting method that best fits their specific needs for menu planning.

Product Name:	Wheat Smile Pancakes	Code No.:	123456
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Manufacturer: ABC Bread Company Serving Size: 2 pancakes: 50 grams (1.75 ounces)
(raw dough weight may be used to calculate creditable grain amount)

I. Does the product meet the Whole Grain-Rich Criteria: Yes ☒ No ☐

II. Does the product contain non-creditable grains: Yes ☐ No ☒ How many grams:

(Products with more than 0.24 ounce (oz.) equivalent (eq.) or 3.99 grams (g) for Groups A-G or 6.99g for Groups H and I of non-creditable grains may not credit towards the grain requirements for school meals.)

III. Use Exhibit A: Grain Requirements for Child Nutrition Programs in the FBG to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). (Different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16g creditable grain per oz. eq.; Group H uses the standard of 28g creditable grain per oz. eq.; and Group I is reported by volume or weight.)

Indicate to which Exhibit A Group (A-I) the Product Belongs: C

DESCRIPTION OF CREDITABLE GRAIN INGREDIENT*	GRAMS OF CREDITABLE GRAIN INGREDIENT PER PORTION ¹	GRAM STANDARD OF CREDITABLE GRAIN PER OZ. EQUIVALENT (16g or 28g) ²	CREDITABLE AMOUNT
	A	B	A ÷ B
Whole-wheat flour (47%)	23.5	16	1.4687
Enriched flour (22%)	11	16	0.6875
Total			2.1562
Total Creditable Amount³			2.0

* Creditable grains vary by CN Program. See the FBG for specific Program requirements.

¹ (Serving size) X (% of creditable grain in formula). Please be aware that serving sizes other than grams must be converted to grams.

² Standard grams of creditable grains from the corresponding Group in Exhibit A.

³ Total Creditable Amount must be rounded **down** to the nearest quarter (0.25) oz. eq. Do **not** round up.

Total weight (per portion) of product as purchased 1.75 ounces

Total contribution of product (per portion) 2 oz. eq.

I certify that the above information is true and correct and that a 1.75 ounce portion of this product (ready for serving) provides 2 oz. eq. grains. I further certify that non-creditable grains **are not** above 0.24 oz. eq. per portion. Products with more than 0.24 oz. eq. or 3.99g for Groups A-G or 6.99g for Groups H and I of non-creditable grains may not credit towards the grain requirements for school meals.

John Smith President, ABC Bread Company

Signature _____ Title _____

John Smith	11/3/2020	123-456-7890
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Printed Name

Date

Phone Number

November 2019

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PFS Forms versus Child Nutrition (CN) Labels

PFS forms are not the same as CN labels. CN labels are the definitive documentation for verifying a product's crediting information for the Child Nutrition Programs. Table 2 compares the criteria for CN labels and PFS forms.

Table 2. Comparison of CN labels and PFS forms		
Criteria	CN labels ¹	PFS forms
Standard information required	✓	
Reviewed and monitored by the USDA	✓	
Includes USDA's guarantee of meal component contribution for Child Nutrition Programs	✓	
Distinct six-digit product identification number	✓	
CACFP facilities must check crediting information for accuracy		✓
¹ For information on CN labels, review the CSDE's resource, Using Child Nutrition (CN) Labels in the CACFP , and visit the USDA's CN Labeling Food Manufacturers/Industry webpage.		

Unlike CN labels, PFS forms are not monitored by the USDA and do not guarantee compliance with the USDA meal patterns. Therefore, CACFP facilities must check the manufacturer's crediting information for accuracy (and request supporting documentation if needed) **prior** to including the product in reimbursable meals and snacks. All creditable ingredients in the PFS must match a description in the FBG.

Manufacturers are responsible for ensuring that the product is processed to meet the meal pattern contribution stated on the PFS. CACFP facilities are responsible for verifying the crediting information on the PFS, and maintaining this documentation on file for the CSDE's Administrative Review of the CACFP

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Required Information for PFS Forms

To document a product's crediting information, the manufacturer's PFS must:

- list the product name, product code, serving size, and creditable ingredients;
- indicate how the product credits toward the USDA's meal pattern requirements;
- document how the manufacturer obtained the crediting information by citing specific Child Nutrition Program resources or regulations, such as the USDA's [Food Buying Guide for Child Nutrition Programs](#) (FBG) and USDA policy on crediting foods (e.g., [USDA policy memos for Child Nutrition Programs](#) and [Food and Nutrition Service \(FNS\) instructions for Child Nutrition Programs](#)); and
- be prepared on company letterhead with the signature of a company official and the date of issue. The signature can be handwritten, stamped, or electronic.

PFS forms that do not meet these requirements cannot be accepted as crediting documentation. CACFP facilities must request a revised PFS (and supporting documentation if needed) from the manufacturer.

Manufacturers may modify the USDA's PFS forms for various types of commercial products. For example, cheese pizza could have crediting information for the vegetables component in addition to the meat/meat alternates and grains components. Manufacturers may choose to use one PFS to document the crediting information for each meal component, but must clearly identify how each component contributes to the meal pattern requirements. The PFS must include the information needed for CACFP sponsors to determine how the product contributes to the meal pattern requirements.



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Reviewing PFS Forms

An appropriate PFS form will provide specific information about the product and show how the manufacturer obtained the meal pattern crediting information by citing [Child Nutrition Program regulations](#) or USDA resources such as [USDA policy memos](#), [FNS instructions](#), and other USDA policy guidance. Sponsors must review this information for accuracy using the guidance below.

1. **Review the PFS prior to purchasing processed products.** The USDA's [Food Manufacturers/Industry](#) webpage contains resources to assist sponsors with this process, including sample PFS forms for the meat/meat alternates, grains, fruits, and vegetables components; and other resources for reviewing crediting documentation for commercial products. These resources are listed below.

- **Meat/Meat Alternates**

Product Formulation Statement for Meat/Meat Alternates (USDA):

https://fns-prod.azureedge.net/sites/default/files/resource-files/PFS_Document_Meat_Meat_Alternate.pdf

Questions and Answers on Alternate Protein Products (APP):

<https://fns-prod.azureedge.net/sites/default/files/APPindustryfaqs.pdf>

Reviewer's Checklist for Evaluating Manufacturer Product Formulation Statements (Product Analysis) for Meat/Meat Alternate (M/MA) Products:

https://fns-prod.azureedge.net/sites/default/files/reviewer_checklist.pdf

- **Vegetables and Fruits**

Product Formulation Statement for Documenting Vegetables and Fruits in the Child and Adult Care Food Program, Summer Food Service Program, and NSLP Afterschool Snacks (USDA):

https://fns-prod.azureedge.net/sites/default/files/resource-files/PFS_Document_Total_Veg_Fruits.pdf

- **Grains**

Product Formulation Statement for Documenting Grains in Child Nutrition Programs (USDA):

https://fns-prod.azureedge.net/sites/default/files/resource-files/PFS_Document_Grains_oz_eq.pdf

Completed Sample: Product Formulation Statement for Documenting Grains in Child Nutrition Programs

https://fns-prod.azureedge.net/sites/default/files/resource-files/PFS_Sample_oz_eq.pdf

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2. **Verify the accuracy of the PFS.** Sponsors must review the information below.

- Determine that the creditable ingredients listed in the PFS match a description in the FBG. If a PFS for a specific product claims to provide a higher meal component credit than the amount listed in the FBG, the PFS must clarify all credited ingredients and demonstrate how the product provides that credit according to the USDA's regulations, guidance, or policy.
- Verify that the product's stated credit toward the USDA's meal pattern requirements is not greater than the serving size of the product. For example, a 2.2-ounce beef patty cannot credit for more than 2 ounces of the meat/meat alternates component.
- Assure that the creditable components are visible in the finished product. To claim a contribution toward the meat/meat alternates component, the product must have a visible meat or meat alternate (such as a sausage link, beans, cheese, or peanut butter), and the PFS must specify the method for crediting these items.



The USDA encourages careful review of product literature. Sponsors are accountable for ensuring that reimbursable meals and snacks meet the meal pattern requirements.

For additional guidance on accepting product documentation, refer to the CSDE's resource, [*Accepting Processed Product Documentation in the CACFP*](#), and the USDA's handout, [*Tips for Evaluating a Manufacturer's Product Formulation Statement*](#); and visit the "[Crediting Commercial Processed Products in Child Care Programs](#)" or "[Crediting Commercial Processed Products in CACFP Adult Day Care Centers](#)" sections of the CSDE's CACFP webpages.

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Resources

Accepting Processed Product Documentation in the CACFP (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/AcceptDocumentationCACFP.pdf>

Child and Adult Care Food Program (CSDE Webpage):

<https://portal.ct.gov/SDE/Nutrition/Child-and-Adult-Care-Food-Program>

Crediting Foods in CACFP Adult Day Care Centers (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Adult-Day-Care-Centers>

Crediting Foods in CACFP Child Care Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Crediting-Foods-in-CACFP-Child-Care-Programs>

Food and Nutrition Service (FNS) instructions (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/FNS-Instructions-for-Child-Nutrition-Programs>

Food Buying Guide for Child Nutrition Programs (USDA):

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Food Manufacturers/Industry (USDA webpage):

<https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry>

Laws and Regulations for Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Laws-and-Regulations-for-Child-Nutrition-Programs>

Meal Patterns for CACFP Adult Day Care Centers (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Adult-Centers>

Meal Patterns for CACFP Child Care Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Patterns-CACFP-Child-Care-Programs>

Presentation: CN Labels and Product Formulation Statements (USDA):

<https://theicn.org/resources/930/march-2016/109876/manufacturers-product-formulation-statement-pfs03-31-16.pdf>

Reviewer's Checklist for Evaluating Manufacturer Product Formulation Statements for Meat/Meat Alternates (USDA):

https://fns-prod.azureedge.net/sites/default/files/reviewer_checklist.pdf

Tips for Evaluating a Manufacturer's Product Formulation Statement (USDA):

https://fns-prod.azureedge.net/sites/default/files/resource-files/cnl_tipsheet-processedproduct.pdf

USDA Policy Memos for the Child and Adult Care Food Program (CACFP) (USDA's FNS Documents & Forms webpage):

<https://www.fns.usda.gov/resources>

USDA Product Formulation Statements (USDA's Food Manufacturers/Industry webpage):

<https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry>

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For more information, visit the CSDE's [Crediting Foods in CACFP Child Care Programs](#) and [Crediting Foods in CACFP Adult Day Care Centers](#) webpages, or contact the [CACFP staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Crediting/PFSCACFP.pdf>.

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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